

To: Tiffany Bryan (tbryan@dedutch.com)
From: Jenny Li (jiayijennyli@yahoo.ca)
Date: December 3, 2021
Subject: Request for Reference - Jenny Li

Dear Tiffany,

I hope you have been well since we last spoke and I hope work has not been too stressful for you.

I am writing to you to request a letter of reference for a content creator internship position. Would you be willing to be one of my references? Having worked for De Dutch and under your leadership for six months, your confirmation of my work ethic and customer communication skills would be helpful in further persuading the employer for the content creator internship position to consider my application.

I have attached my resume below. If you have further questions, please do not hesitate to contact me through our De Dutch ConnectTeam app or via email at jiayijennyli@yahoo.ca.

Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Jenny Li

Jenny Li

Enclosure: Resume - Jenny Li

To: Dr. Jiaying Zhao (jiayingz@psych.ubc.ca)
From: Jenny Li (jiayijennyli@yahoo.ca)
Date: December 3, 2021
Subject: Request for Reference - Jenny Li

Dear Dr. Zhao,

I hope you have been well since we last spoke. I am writing to you to request a letter of reference for a content creator internship position.

Last semester, I was enrolled in your PSYC 421 Environmental Psychology class. This course was insightful in many ways and I genuinely appreciate your guidance throughout the course. For the project, my group frequently communicated and received a lot of helpful feedback from you. Most memorably, your class has taught me the skills to write a professional scientific research paper, as well as team work skills, and communication skills with a professional client.

I am hoping you would be able to provide a reference for me for this content creator internship position, based on the teamwork and writing skills I demonstrated in your class. Your reference would be an excellent addition to my application.

I have attached my resume below. Please contact me at jiayijennyli@yahoo.ca if you have any questions.

Thank you for your time and consideration.

Sincerely,

Jenny Li

Jenny Li

Enclosure: Resume - Jenny Li

To: Michaux Sun (michaux2817@gmail.com)
From: Jenny Li (jiayijennyli@yahoo.ca)
Date: December 3, 2021
Subject: Request for Reference - Jenny Li

Dear Michaux,

I hope you have been well since we last spoke. I am writing to request a letter of reference for a content creator internship position.

For two months, we worked together on the case memo project for COMM 120 last semester and we were the leaders of our group. The two of us were the ones organizing Zoom meetings, leading discussions, and setting deadlines for other members in our group. Additionally, for that project, we used Google Drive to put together our written document and Google Slides for our presentation. In the case memo project, we gave business critique in the form of a written memo to a company based on the information provided by our instructor.

Since we put in a lot of effort into this project and we were arguably the two top contributors to it, I was hoping you would be able to provide a reference for me to confirm my work ethic and enthusiasm in the process of the project, as well as my leadership, organizational, and writing skills.

Attached below is my resume. Please contact me at jiayijennyli@yahoo.ca or via FaceBook Messenger if you have any questions.

Thank you for your time and consideration.

Sincerely,

Jenny Li

Jenny Li

Enclosure: Resume - Jenny Li